

Coordination Committee Meeting
March 31, 2010

Meeting Materials:

Meeting Agenda

Meeting Minutes

Middle Rio Grande Endangered Species Collaborative Program
Coordination Committee Meeting
31 March 2010 Meeting – 1:00 – 4:00 pm
Bureau of Reclamation

Draft Meeting Agenda

- Introductions and Agenda Approval
- **Decision** - Approval of 03/04/10 and 03/10/10 CC meeting summaries*
- Action Item Review (see below)
- Next Steps Review (see below)
- Revised Long Term Plan Development
 - Draft LTP Table 7.0 List of Future Program Activities
 - Workgroup prioritizations (will be posted ASAP and provided as a hard copy)*
 - Agenda Topics for April 14 working meeting
- **Decision** – Approve/Revise Draft Species Water Management (SWM) Charter*
- **Decision** – Approve/Revise 2010 Habitat Restoration Workgroup (HRW) Draft Annual Work Plan*
- Review 2009 HRW Work Plan Accomplishments*
- Review Revised Draft Adaptive Management Plan Development SOW (will be reposted ASAP and provided as a hard copy)*
- Update on Revised Draft Scientific Code of Conduct for the MRGESCP
- Next working CC meeting – April 14, 2010, 10 am - 4 pm
- Future regular CC business dates (suggestions are: April 28, May 12 and May 26; set recurring meetings on 2nd and 4th Wednesdays of the month for the remainder of 2010)

****denotes read ahead***

Actions

The PMT will incorporate verbal changes made during the meeting to the LTP activities spreadsheet; and will change column D so that workgroups can sort it according to those they are responsible for. The spreadsheet will be sent to the workgroups by the afternoon of Monday, March 15, 2010.

Kathy Dickinson will insert a new activity to the LTP activities spreadsheet under DBMS (page 29, line 34) with a description of the Program database.

Workgroups will prioritize future LTP categories based on the numerical scale outlined above either during meetings or via email. The deadline for workgroup members to get rankings to their PMT liaison is March 24, 2010

CC members will review the LTP future activities table; and send comments to Jenae Maestas (jmaestas@usbr.gov). CC members will copy Yvette McKenna on all LTP comment emails to Jenae.

CC members will send comments on the Adaptive Management Scope of Work (SOW) to Yvette McKenna by March 24, 2010.

Kathy Dickinson will send links for adaptive management plans that have been adopted elsewhere to Tetra Tech for posting to the Program website.

Amy Louise will revise the objectives portions of the SAR and SWM workgroup annual work plans.

Yvette McKenna will ask Lisa Croft to give a verbal summary of the San Acacia Reach A&R Peer Review presentation at the March 2010 EC meeting.

Workgroups will review the Scientific Code of Conduct and send comments to Stacey Kopitsch (Stacey_kopitsch@fws.gov) by March 24, 2010. Stacey will compile comments and submit to the CC for discussion at their March 31, 2010 meeting.

Yvette McKenna will add the Corps funding request to the EC agenda. Julie Alcon will send a revised white paper to Yvette by noon on March 11, 2010 for posting as an EC read ahead.

Next Steps

- The Draft LTP target date remains April 30th. *Ongoing*
- **Approve/Revise most complete sections of revised draft LTP Table 7.0, List of Future Program Activities:** It was suggested that column D be updated so that workgroups will have the capability to sort the spreadsheet according to which activities they are responsible for. There was a concern that the amount of activities listed in the spreadsheet is too great for workgroups to have the time and manpower that will enable them to complete all the activity summaries by the deadline. The CC recommends that the workgroups prioritize future LTP activities on a numerical scale based on when the workgroup expects the activity to be completed. Activity summaries for the activities will then be completed based on where they fall as priorities. The numerical scale is:
 - Priority 1: projects completed in FY11, FY12, and FY13
 - Priority 2: projects completed in FY14, FY15, and FY16
 - Priority 3: projects completed in FY17, FY18, FY19, FY20 and beyond.

The CC reviewed sections of the LTP table 7.0 that had been changed since its most recent meeting (03/04/2010) and made verbal changes during a working meeting. The PMT will incorporate the changes and email the LTP table 7.0 in its entirety to the workgroups and CC by the afternoon of March 15, 2010. CC members will review the LTP future activities table; and send comments to Jenae Maestas (imaestas@usbr.gov). CC members will copy Yvette McKenna on all LTP comment emails to Jenae. A brief conversation occurred regarding subsection 7.9.C of the LTP spreadsheet. The section in question considers database management. An RPA element of the Recovery Plan specifies that a long term database be maintained; it was asked if the U.S. Fish and Wildlife Service (FWS) intended that element as a Program requirement or a FWS requirement. The long term database was projected to be a Program requirement, and will be filled by the Database Management System (DBMS) currently under development.

- **Approve/Revise Adaptive Management Plan Development SOW:** The scope of work was modeled after one written for the contracted Effectiveness Monitoring Plan (EMP) expert. Adaptive management could be developed concurrently with the Biological Assessment (BA), so that all the elements of the LTP, BA, and Adaptive Management

will correspond. There was a concern that the consultation team is developing a framework for the BA/BO, and will ultimately determine which tools fit into that framework. It could be unwise to have a contractor lead the tool development. It was suggested that the CC designate adaptive management team members rather than list which workgroups the team members will come from. This will allow key people to participate even if they are not currently members of an official Program workgroup. One idea was to have a presentation at the April EC meeting rather than the March EC meeting. This would allow more time for the CC to research other adaptive management plans, review the scope of work and discuss again at the March 31, 2010 CC meeting. CC members will send comments on the Adaptive Management Scope of Work (SOW) to Yvette McKenna by March 24, 2010. Kathy Dickinson will send links for adaptive management plans that have been adopted elsewhere to Tetra Tech for posting to the Program website.

- **Approve/Revise Draft Scientific Code of Conduct for the MRGESCP:** Some of the FWS Draft Scientific Code of Conduct is applicable to the Program. It was recently suggested that the Code of Conduct be applied to the Program as the standard for report reviews and meeting attendance. The Code of Conduct could be attached to workgroup charters. During discussion, the CC believed that the workgroups should be given a chance to review the Code of Conduct before it is recommended for approval. Workgroups will review the Scientific Code of Conduct and send comments to Stacey Kopitsch (Stacey_kopitsch@fws.gov) by March 24, 2010. Stacey will compile comments and submit to the CC for discussion at their March 31, 2010 meeting.

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Recommendations

The May 4, May 10, 2010 CC meeting summaries were approved with no changes.

Revisions to the SWM charter were approved with the addition of a note detailing when the charter was revised.

The 2010 HR workgroup work plan was approved with verbal changes.

The CC recommends that if final Program documents are revised, a note be added detailing the date of the revision on the document. The CC suggests the note be added as a footnote or in the title.

Regular CC meetings will take place on the second and fourth Wednesday of every month

Actions

Susan Bittick will periodically update the CC of progress made in awarding the Database Management System (DBMS) contract and in the formation of a DBMS workgroup.

Yvette McKenna will ask Jim Wilber for details regarding the new written approach for consultation, which could replace Appendix 5A of the LTP.

Monika Mann will incorporate commentary from Daryl Ahlers on page four of the future LTP activities spreadsheet into their corresponding activity summaries.

The PMT will send the updated LTP future activities spreadsheet to the workgroups. Workgroups will use the spreadsheet during development of activity summaries. The CC also suggests workgroup reference the RGSM and SWFL recovery plans when writing activity summaries.

Yvette McKenna will clarify whether Tom Pitts is still required to attend the April CC, EC, and non-federal meetings since they were in his original contract. Because the CC feels that Tom should review the LTP before it is submitted to the EC; Yvette will also find out how soon a new task order for Tom can be written and contracted. After Toms current and future roles in LTP development are known, Yvette will draft a read ahead explaining those roles for the April 14, 2010 CC meeting.

Amy Louise will add a “revised March 2010” note somewhere on the SWM charter.

Monika Mann will incorporate suggested revisions and additions to the draft 2010 HR workgroup work plan.

Grace Haggerty will contact Brooke Wyman regarding their attendance at a PMT meeting to discuss the structure of upcoming LTP meetings.

Tetra Tech will check past CC meeting minutes to determine when the chair and vice chair seats will be vacated.

The PMT will post the revised Adaptive Management SOW to the Program Website and will send the documents to the CC for review. The CC will send comments back to Yvette McKenna (ymckenna@usbr.gov) no later than April 5, 2010.

Susan Bittick will ask John Peterson if he is available to present on LIDAR data at the May 12, 2010 CC meeting. Susan will ask John to hold May 26th as an alternate date to present to the CC.

Meeting Summary

- **Introductions and Agenda Approval:** Grace Haggerty called the meeting to order and introductions were made around the table. A review on LIDAR and discussion about the recovery plan and criteria were added to the agenda. It was decided that an update on getting all Request for Proposals (RFP)s would happen April 14, 2010.
- **Approval of 03/04/10 and 03/10/10 CC meeting summaries:** Both the March 4, 2010 and March 10, 2010 meeting summaries were approved with no changes.
- **Action Item Review:** All action items for March 31, 2010 were complete. Comments on the Adaptive Management Scope of Work (SOW) were incorporated and it will be reposted with a new timeframe for additional comments. A revised draft of the Scientific Code of Conduct will be posted April 7, 2010. It was relayed from the Executive Committee (EC) meeting that the EC thought it would not be appropriate to use Program funds for the Army Corps of Engineers (Corps) funding request.
- **Next Steps Review (see below)**
 - The Draft Long Term Plan (LTP) target date remains April 30, 2010 – ongoing
 - Approve revise of the LTP and future activities – ongoing
 - Approve adaptive management SOW - ongoing
 - Approve/Revise the Draft Scientific Code of Conduct for the Program - ongoing
- **Revised Long Term Plan Development**

Draft LTP Table 7.0 List of Future Program Activities: The table issued on March 15, 2010 will be used by the workgroups to prioritize program activities in accordance with the numerical criteria specified at the last Coordination Committee (CC) meeting. Both the Habitat Restoration work group (HRW) and Science work group (ScW) were able to narrow down to 45 priority 1 activities each; these numbers may be smaller with the exclusion of overlap and implementation of further prioritization. It was also suggested that sequencing of these priorities be added. There was a concern that instances may arise of LTP revisions for projects that come up and need to be inserted; for example at the Population Viability Analysis/Biology (PVA) meeting there was mention of the possibility of doing a study of propagation related fecundity studies. There was a suggestion that appendix 5a not be redistributed in the form that it is in now as a new written approach for consultation may end up replacing 5a of the LTP. Gratitude was expressed to the workgroups for all the effort and steps forward that have been made towards this project.
- **Agenda Topics for April 14 working meeting**

The CC expressed confusion regarding Tom Pitts contract for development LTP. The CC would like Tom Pitts to attend the April 2010 CC and EC meetings to take part in revisions of the LTP. Yvette McKenna will clarify whether Tom Pitts is still required to attend the April

2010 CC, EC, and non-federal meetings since they were in his original contract. Because the CC feels that Tom should review the LTP before it is submitted to the EC; Yvette will also find out how soon a new task order for Tom can be written and contracted. After Toms current and future roles in LTP development are known, Yvette will draft a read ahead explaining those roles for the April 14, 2010 CC meeting. The discussion on deadlines and what to present to the EC was tabled for the next meeting. Appreciation was expressed to Yvette for continuing working on the LTP with Tom Pitts.

- **Approve/Revise Draft Species Water Management (SWM) Charter:** The Charter was approved and it was suggested that charters and Program documents that are revised should have a footnote with the date of the revision.
- **Approve/Revise 2010 Habitat Restoration Workgroup (HRW) Draft Annual Work Plan:** The Draft was approved. Name changes were suggested; the addition of the liaison and co-chair, and the removal of Charles Fischer. Also there should be the addition of notes as to which projects have been completed and the addition of new due dates to projects that are not complete.
- **Five year review for minnow:** It's time for the first 5 year review of the Silvery Minnow to see if it should be downlisted or delisted on the endangered species list. There was discussion on whether the recovery plan which was presented for EC and ScW should be presented for CC.
- **Review Revised Draft Adaptive Management Plan Development SOW :** The adaptive management SOW with track changes was distributed. Comments were incorporated as best as they could. They will be reviewed by CC and comments are due to Yvette April 5, 2010.
- **LIDAR:** The Corps would like to brief the CC on LIDAR and the tasks that will be done, including deliverables. John Peterson will be giving a half hour presentation on May 12, 2010 (May 26, 2010 is a possible alternative).
- **Future regular CC business dates:** It was recommended that CC meetings go back to the 2nd and 4th Wednesdays.

Upcoming Meetings:

CC April 14: 10:00 am to 4:00 pm at Reclamation

EC April 15: 9:00 am to 1:00 pm at Reclamation

CC May 12: 1:00 pm to 4:00 pm at Reclamation

CC May 26: 1:00 pm to 4:00 pm at Reclamation

**CC Meeting Attendees
31 March 2010**

NAME	AFFILIATION	PHONE NUMBER	PRIMARY (P) ALTERNATE (A) OTHERS (O)	EMAIL ADDRESS
Susan Kelly	UNM	277-0514	P	skelly@law.unm.edu
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Yvette McKenna	Reclamation	462-3642	O	ymckenna@usbr.gov
Terina Perez	COA	848-7174	P	Tlperez@cabq.gov
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